

Pre-operational Guidance for Itinerant Food Vending Establishments (IFVEs)

Introduction:

This pre-operational guidance is designed to advise IFVE operators of specific documentation and requirements to obtain a license from the East Hartford Department of Health & Social Services. Operators and staff can contact the health department environmental division staff at (860) 291-7324 regarding any questions throughout the application process or IFVE regulations.

IFVE Definition:

Pursuant to Sec. 19-13-B-48 of the Regulations of Connecticut state Agencies, an "Itinerant food vending establishment" means a food vending business serving food or drink from any establishment or conveyance without fixed location and without connection to water supply and sewage disposal systems.

The following criteria must be met to qualify for a license as an IFVE:

1. The food service unit must be mounted on wheels or other movable design.
2. The unit must be moved on a daily basis. If the operation is not moved every day, it is considered a permanent fixture and must comply with the East Hartford building and zoning requirements. Permanent locations also must meet requirements in Sec. 19-13-B-42 of the Regulations of Connecticut state Agencies, which include employee toilet and hand washing facilities that are connected to a conventional water supply and sewage disposal system.
3. The food service unit must have self-contained electrical, gas, water, and sewage holding tanks.

Application Process:

IFVE operators can apply for an annual food service license if you plan to conduct business on a regular basis in East Hartford, or you can apply for a temporary license if operation is limited to a specific event (i.e., festival, private event). Food service operators must apply for a temporary license no less than two weeks prior to an event.

1. Applications for a food service license must be made through the Town's online permitting portal located at <https://easthartfordct.viewpointcloud.com/>.
2. Applicants are required to submit the following information via the permitting portal for review and approval:
 - a. Completed application
 - b. Annual license fee plus plan review fee or temporary license fee
 - c. Floor plan of all food preparation and storage areas
 - d. Proposed menu
 - e. Valid, up to date Certified Food Protection Manager (CFPM) certificate if IFVE is a Class II, III, or IV
 - f. Documentation of base of operations, including name, address, and phone number of the licensed commercial facility used as a base of operations where any storage or preparation of food not occurring in the food truck is performed. If this facility is outside of East

Hartford, a copy of the foodservice license and most recent inspection report from the local health department where the facility is located must be included.

3. The IFVE must be inspected before the license is issued.

Inspection scheduling:

A pre-operational inspection of the food service unit must be conducted by an East Hartford Health & Social Services Environmental Division sanitarian. The sanitarian shall be permitted to enter, at any reasonable time, any IFVE for the purpose of conducting an inspection to determine compliance with food service regulations. If an IFVE is operating under a temporary event license, the sanitarian may arrange with the IFVE prior to the permitted event to complete the required pre-operational inspection.

What will the Health Department be looking for when they inspect an IFVE?

1. Hand hygiene: Properly functioning hand wash facilities with hot and cold running water, soap, and paper towels. Hand sanitizer is not an acceptable substitute for handwashing (unless only serving fully wrapped prepackaged food items).
2. Approved food source: All food products must be obtained from a commercial foodservice provider or be prepared in a licensed and inspected facility. Home cooking, home preparation, and/or home storage of food by an IFVE is prohibited.
3. Food storage: Appropriate facilities to maintain potentially hazardous food (meats, dairy, etc.) cold (below 41 degrees) or hot (above 135 degrees). All refrigeration units must be equipped with a thermometer. The IFVE must have a thermometer for the purpose of checking hot-holding temperatures.
4. Food preparation: Adequate equipment to cook food thoroughly. Any food that is reheated (chili, soups) must be heated to 165 degrees.
5. Unit design to prevent contamination: Foods must be properly protected from contamination during transport, preparation, and service: must have appropriate containers, screening, etc. Food contact surfaces shall be constructed of durable, non-porous materials, which are smooth and easily cleaned. Units equipped with open cooking facilities (grill, fryer, etc.) or where operations involve potentially hazardous food preparation must be completely enclosed; customer service windows must be equipped with screens.
6. Sanitizing equipment: All equipment and utensils must be maintained in a clean and sanitary condition. When food service operations involve the handling and preparation of potentially hazardous foods, the IFVE must be equipped with a three compartment sink and hot and cold running water.
7. Water source: Water used on IFVEs must be obtained from a municipal or public water company; or a private well supply which has been tested and approved by the Connecticut Department of Public Health.
8. Waste storage: Appropriate garbage containers both for IFVE operators as well as customers
9. Identification: The name, address, and phone number of the person, firm or corporation responsible for the operation of the IFVE must be legibly printed on both sides of the vehicle.
10. Valid, up to date Certified Food Protection Manager (CFPM) certificate required if IFVE is a Class II, III, or IV establishment.

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IFVE classes for licensing:

1. Class I is an IFVE that only offers for retail sale (A) prepackaged food that is not time or temperature controlled for safety, (B) commercially processed food that (i) is time or temperature controlled for safety and heated for hot holding, but (ii) is not permitted to be cooled, or (C) food prepared in the establishment that is not time or temperature controlled for safety.
2. Class II is an IFVE that does not serve a population that is highly susceptible to food-borne illnesses and offers a limited menu of food that is prepared, cooked and served immediately, or that prepares and cooks food that is time or temperature controlled for safety and may require hot or cold holding, but that does not involve cooling.
3. Class III is an IFVE that (A) does not serve a population that is highly susceptible to food-borne illnesses, and (B) has an extensive menu of foods, many of which are time or temperature controlled for safety and require complex preparation, including, but not limited to, handling of raw ingredients, cooking, cooling and reheating for hot holding.

Food service fees for restaurants, caterers, groceries, and IFVEs:

IFVEs can access the fee schedule at <https://www.easthartfordct.gov/environmental-health/pages/fee-schedule-for-health-department>.